



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON, GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR (715)

7 December 1999

MEMORANDUM FOR FORSCOM Directorates of Contracting

SUBJECT: Contracting Information Letter (CIL) 00-06

1. This CIL contains information on the following subjects:

- a. Paperless Procedures for Solicitation Drawings and
- b. Non-Acquisition Personnel and Defense Acquisition University (DAU) Courses.

2. Paperless Procedures for Solicitation Drawings.
Construction drawings are currently being conveyed via the internet in different formats and using a variety of programs. A specific program will not be prescribed by this Headquarters, however, the issuing office must be sensitive to the detailed accuracy required of the drawings to facilitate understanding of the project and preparation of prices. For these reasons, Adobe and PowerPoint are not to be used. You are encouraged to survey your vendor base to ascertain which program is most widely employed. As an example, the Army Atlanta Contracting Center is using AutoCadLT98 by Autodesk. The drawings may be placed on a CD-ROM, may be printed to scale, and may also be altered for the submission of "as-builts." Whichever program you choose to use, drawings must be submitted in that program on CD-ROM.

Questions concerning this topic should be directed to Steve Hunnicutt (hunnicus@forscom.army.mil) at COMM (404)464-5691, DSN 367-5691, MAJ Scott A. Campbell, (campbells@forscom.army.mil), at COMM (404)464-7463 or DSN 367-7463 or Ms. Irene Hamm, (hammi@forscom.army.mil), at COMM (404)464-5632, DSN 367-5632.

3. Non-Acquisition Personnel and Defense Acquisition University (DAU) Courses. Individuals who are not in the Army Acquisition Workforce (AAW) and would like to take DAU courses may do so. However, the Command must fund all travel and per diem. The non-acquisition person can enter the request through the ATRRS Internet Training Application System (AITAS) the same as AAW

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members do. When the "Please select a category" block appears, they must select "Non-Acquisition Workforce (Command Funding Required)" entry. This will by-pass the Individual Development Plan and go into the system with a priority 4, which is the lowest priority. For additional information, please contact Clyde Thomas at DSN 367-6372 or thomasw@forscom.army.mil.

A handwritten signature in black ink, appearing to read 'Toni M. Gaines', is positioned above the printed name.

TONI M. GAINES

Chief, Contracting
Division, DCSLOG

Principal Assistant Responsible
for Contracting